

## **2-01-320 Operations Sergeant**

**RESPONSIBLE TO:**           **Operations Lieutenant**

**WORK SCHEDULE:**       **Flex**

### **GENERAL DUTIES:**

The operations sergeant assists the operations lieutenant in the overall operation of the unit, under the direction of the unit commander.

### **SPECIFIC DUTIES:**

- Reviews reports, memoranda, and correspondence prepared by unit personnel or received from other units, and approves/responds/routes accordingly.
- Maintains liaison with the operations staff of other custody facilities and other units whose operations interact with this facility.
- Coordinates the transfer of incoming and outgoing personnel.
- Monitors sworn and civilian item control.
- Administers the employee fund.
- Assists the operations lieutenant in the coordination of the facility Risk Management Plan.
- Monitors employees on Injury on Duty (IOD) status and maintains liaison with their doctors.
- Supervises unit clerical staff.
- Acts as the assistant facility coordinator for the Americans with Disabilities Act.
- Counsels' employees on a myriad of career related issues.
- Processes subpoena's and court orders.
- Coordinates the facility's response to civil claims.
- In emergent situations, functions in a line capacity wherever needed.
- Has input in the following reports:
  - Monthly Management Report
    - Command Accountability Reporting System (CARS) Report
  - Risk Management Report
  - Weekly Absence Follow-Up Report
  - Personnel Inquiry Report
  - Monthly Force Analysis Report

### **RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:**

*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

